

~~SECRET~~
~~CONFIDENTIAL~~

17 FEB 1961

MEMORANDUM FOR: Chief, Fiscal Division
Chief, Automatic Data Processing
Division
Chief, Finance Division

SUBJECT : Substitution of Authorized Overtime
for LWOP on a Biweekly Basis

REFERENCE : Memorandum For Director of Personnel
dated 12 January 1960 from the Deputy
Comptroller; subject, Proposed Amend-
ments to Agency Regulations Relating
to Pay, Overtime, and Leave

1. The referenced memorandum, copies of which were furnished to each addressee of this memorandum; included a recommendation that authorized overtime be substituted for LWOP on a biweekly rather than a weekly basis. The purpose of this memorandum is to authorize application of this principle to payroll computations pending a revision to Agency regulations which has been drafted by the Office of Personnel but has not yet been released for coordination or review.

2. Effective with the biweekly pay period beginning 19 February 1961, authorized hours of overtime worked during a biweekly pay period shall be substituted for an equivalent number of hours of LWOP occurring during the biweekly pay period before any authorized hours of overtime worked shall be paid for as overtime or granted as compensatory time off in lieu of payment. Heretofore, the Agency has been following the rules stated in the Federal Personnel Manual which provide that overtime shall be substituted for LWOP which occurs during a basic 40-hour workweek within a calendar week of seven days.

3. This Office was advised by General Counsel by memorandum that in his opinion there was no legal objection to adoption of this proposal. This opinion was strengthened by informal discussion between a member of the Office of General Counsel and representatives of the General Accounting Office.

DOC	4	REV DATE	200581	BY	029725
ORIG COMP	5	OPI	38	TYPE	01
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUL 22 1961				AUTH: HR 70-2	

CONFIDENTIAL

Approved For Release 2001/03/04 : CIA-RDP80-01370R000200160005-8

**SUBJECT : Substitution of Authorized Overtime
for LWOP on a Biweekly Basis**

4. The recommendation was made to the Office of Personnel that this provision be adopted as soon as possible but no later than the conversion of the payroll processing to the new EDP system. As you well understand, the use of tape type EDP equipment makes it completely impractical to maintain and process time and attendance reports with weekly totals of regular time, authorized overtime, and sick and annual leave. Since vouchered funds payroll processing is to be converted to EDP equipment, it is necessary that payroll computations be based upon the foregoing instructions pending their being stated in an Agency issuance such as a handbook on pay administration.


Deputy Comptroller

25X1A9a

Distribution:

- Original & 1 - Chief, Fiscal Division
- 1 - Chief, Automatic Data Processing Division
- 1 - Chief, Finance Division
- 1 - TAS Subject
- 1 - TAS Reading
- 1 - TAS Chrono

25X1A9a

TAS:  : agb(14 February 1961)

CONFIDENTIAL